

 There will be a meeting of the Management Committee to be held on Tuesday, 27 October 2020 at 6.30 pm by VIDEO CONFERENCING link				
Draft Agenda				
Agenda Item Number	Details	Decision/ Approval required (Yes/No)	Estimated time to conclude Agenda Item	FOI info to be published on Web?

1.	Apologies	No		N/A
2.	Chairperson's Remarks	No		N/A
3.	Declaration of Interest	No		N/A
4.	Business Carried Over from Last Meeting	No		N/A
5.	Management Committee External Training/ Conference Feedback (if applicable)	No		N/A
6.	Secretary's Report a) Correspondence b) Share Membership Applications (3) c) MC Membership Applications d) Annual Declarations including H&S e) Shareholder Approval of SFHA Charitable Model Rules (Scotland) 2020 – update registration	N/A Yes N/A N/A N/A	6.35pm	N/A (Per minute)
7.	Approval of Minutes & Actions Notes* a) SGM – 23 September 2020 (For info)* b) AGM – 23 September 2020 (For info)* c) Management Committee – 29 Sept-20* d) Management Committee (Business Plan Approval) - 13 Oct-20*	N/A N/A Yes Yes	6.40pm	Yes
8.	Business Arising from the Minutes	Yes		N/A
9.	Ratification of all Minutes	Yes		N/A
10.	Emergency decisions since last meeting*	No	6.45pm	Yes
11.	Staffing Report*	Yes	6.50pm	No(C)
12.	Development Report*	No	7.00pm	Yes(R)
13.	Cart Street – verbal update	No	7.10pm	N/A
14.	Proposed Shared Ownership buy-back – Melfort Court*	Yes	7.15pm	Yes
15.	Quarter 2 Reports to 30 September 2020* a) Complaints* b) Compliments*	No	7.25pm	N/A
16.	Policy Review – Complaints Handling Procedure* a) Part 1 Overview and structure* b) Part 2 When to use the procedure* c) Part 3 Complaints handling process* d) Part 4 Governance of the procedure* e) Part 5 Customer Facing*	Yes		Yes
17.	Policy Review – Tenant Participation Strategy* a) Covering Report* b) Strategy (for tenant consultation)*	Yes	7.35pm	Yes

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18.	Policy Review - Ethical Statement/Standards Review*	Yes		Yes
19.	Policy Review – Prevention of Fraud*	Yes		Yes
20.	Policy Review – Bribery*	Yes		Yes
21.	Policy Review – Freedom of Information/ Environmental Information Regulations*	Yes	7.45pm	Yes
22.	Freedom of Information Return – Quarter 2*	No	7.50pm	Yes
23.	GDPR Action Plan Update*	No	7.55pm	Yes(R)
24.	Customer Consultation/Communications Report*	No	8.05pm	Yes
25.	Centre81 Report*	No	8.10pm	Yes
26.	SHR – Covid19 Returns – to 30 September 2020*	No	8.15pm	Yes
27.	Health and Safety Report including health and safety declarations – October 2020*	No		Yes
28.	Health and Safety Compliance Report*	No	8.20pm	Yes
29.	MC Annual Training Information a) MC Skills Matrix* b) Meeting Schedule V3*	No No	8.25pm	Yes
30.	Focus on Governance/Risk a) Self-Assurance Action Plan update 2019* b) Self-Assurance process 2020 – update* c) Notifiable Events Register* d) MC Appraisals/Appraisal Summary Report – verbal update	No No No No	8.30pm	Yes Yes(R) N/A N/A
31.	Intranet	N/A		N/A
32.	Signing of Minutes	N/A		N/A
33.	Date and Time of Next Meeting/Training Session			

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	<p>Circulated to:</p> <ol style="list-style-type: none"> 1) Mrs Kimberley Tennant (Elected Member) 2) Miss Catherine McGarrity (Elected Member) 3) Mr Paul Shiach (Elected Member) 4) Mr John Hillhouse (Elected Member) 5) Mr John Calderwood (Elected Member) 6) Mr Joe O'Donnell (Elected Member) 7) Ms Doris Smith (Elected Member) 8) Mrs Grace Daly (Elected Member) 9) Cllr John Mooney (Co-opted 23.09.20) 10) Cllr Marie McNair (Co-opted 23.09.20) 11) Mrs Laura Breeze (Elected Member) 12) Mr Tom McCormack (Elected Member) 13) Ms Kathleen Brown (Elected Member) <p>Current Vacancies 0 casual, 2 co-opted Quorum Required (4 elected members) Numbers in attendance () Quorum Achieved Yes/No</p>			
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***Indicates report attached to email**

KT/SK 20.10.2020